

# Board of Education Minutes - June 2013

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## Minutes from June 4, 2013 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – Board Members' Prayer
2. ROLL CALL – Chad Steimle, Trish Gallagher, Tommy Fallon, Terry Wendl, Molly Crosby, Susan Dill, Deanna Kelley, Pat Archer, Matt Henning, Karl Stratman, Brock Harris, and Chris Sigwarth
3. ACCEPTANCE OF AGENDA – Unanimously approved
4. READING AND APPROVAL OF MINUTES OF March 2013 – Unanimously approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – No visitors
6. UNFINISHED BUSINESS

a. Parent report card is still work in progress

- i. Last meeting we agreed to have something ready for Back to School Night in July.
- ii. It is recommended the Board create a subcommittee at the next meeting to continue the efforts with follow-up letters sent out possibly quarterly.
- iii. Molly will send a copy of the letter to the Board members in July so the conversation can take place via email and be sent out shortly thereafter.
- iv. An example of the volatility and sensitivity this topic has was given about a family who threatened to leave JFK when asked about the Parish involvement.
- v. It was also recommended that a copy of the final product be given to the school and parish offices so the message is the same from all people when asked.

b. The 8th grade families who were delinquent on tuition payments as of our last meeting have had dialogue with Monsignor and are moving toward a resolution.

c. Discussion and vote on School Budget 2013-2014

- i. Biggest changes since April's draft are the inclusion of the \$31,800 SCRA grant we received and an increase in ECLC average numbers due to no restrictive questions at the State level for ECLC numbers.
- ii. Most difficult position to fill currently is the pre-school teacher position. There have been 7 interviews scheduled, but 6 of them were cancelled for various reasons by the candidates. This position is the main cause for shuffling numbers in the budget.
- iii. All other positions have been filled except the main office staff help, which is not necessary until the end of July.
- iv. Molly Crosby made a motion to accept the budget as presented by the principal. Seconded by Karl Stratman. Unanimously approved.

d. Faith Formation and Youth Ministry Budget 2013-2014

- i. Will be approved at a later date due to miscommunication. The Board will follow-up with the Parish Administrator and the Board will have a meeting in July to approve the budgets if necessary.
- ii. Home and School, Band Boosters, and Athletic Club are supposed to have Board approval for their budgets according the Board of Education Constitution and By-Laws, but have submitted their budgets to Judy Johnson in the past.

7. ADMINISTRATOR REPORTS (Written reports pre-submitted) (30 minutes):

Principal of JFK (Chad)

Principal's Report to the Board of Education  
June 4, 2013

Leadership of School Culture and Instruction:

1. JFK was selected by the Iowa Dept. of Ed. as a phase I school capable of implementing Response to Intervention and will be one of the first schools/districts to have access to the Rtl data system, assessments, and training/support. The first meeting is this week. JFK is the only non-public school in AEA 9 selected to participate. The other districts participating are PV, Central-Clinton, Delwood, Northeast Goose Lake, and one other. JFK was chosen through statewide staff surveys to be a phase I school due to not only the

personnel and technology infrastructure available, but also the staff's ability/willingness to work with data and its attitudes and work ethic in wanting to help all students succeed.

- a. Department of Education is rolling out Response to Intervention to more rapidly and better identify students in need of additional intervention using an online assessment tool with immediate response and information about the students. JFK submitted a survey and was chosen to have access to this program for the next school year as one of 6 schools in AEA9. We were chosen due to our technology as well as the willingness of our staff to analyze and use data this program will give.
2. Caitlin Putnam and Deneen Woerdehoff conducted Basic Reading Inventory assessments for the third time this year for students receiving resource help with literacy. Nice improvements were seen with most students.
3. Judy Winegar, Elizabeth Motto, Dianne Siefers, and I are developing a new standards-based report card that can be done on our student information system, JMC, for kindergarten. The report card will be based off of the Iowa Core standards for literacy, math, science, social studies, and 21<sup>st</sup> century skills. Sections for religion and work habits are also being added. Hopefully it will be ready by August.
4. The Glencoe sales representative for the 6<sup>th</sup>-8<sup>th</sup> math textbooks was at JFK for four hours on the 30<sup>th</sup> and didn't leave until he could provide an acceptable quote for JFK, SPS, ASCS, Lourdes, Prince of Peace, and St. Joe's. The quote was approximately \$3,000 more than what was originally projected.
5. The Catholic school guidance counselors are coordinating bringing a singing/dancing troupe to our area. MWAH uses song, dance, and interaction with students to convey its positive message.
6. Caitlin Putnam is tutoring students nearly every morning this summer from about 8:00 – 11:30. Summer programming is done as a service for parents and as a means for teachers to earn extra money. Having our own programs keeps our students and teachers here rather than in public schools or other community programs.
7. Approximately nine K-8 teachers of math will attend a four day workshop this summer for math. We will distribute our approximately \$3,000 Title IIA staff development funds among them.
8. Five interviews were conducted for the band position, and Ethan Connors was hired. Mr. Connors is a SPS and AHS alum. Interviews for a PS co-teacher are taking place, but it is a slow process. Six interviews were initially scheduled, and five candidates cancelled. Reasons given for cancelling include receiving another position, not interested in a co-teaching position, and financial considerations.
9. Other staff assignment changes at the lower levels include the following:
  - a. Julie Baker will move to ECLC during the school year
  - b. Alicia Turnquist will move to PS and be with Melissa Zeimet.
  - c. The co-teaching situation will switch from Mrs. Zeimet's preschool classroom to Mrs. Jordan's. With co-teachers in Mrs. Jordan's room, we will be better able to balance the workload for the nearly 60 students that may be enrolled in those classes.
  - d. Jenny Burmeister will move from working in PS, 3rd grade, ECLC, recess, office, and afternoon subbing to two days working as a classroom aide, possibly in 2nd grade, and three full days being available for subbing. She will continue with after school ECLC work.
10. Jennifer VanSpeybroeck and Trish Hinchman have changed the extent of their part-time positions. Mrs. Hinchman will be 20/35 and teach grades K-2 and 7-8. Mrs. VanSpeybroeck will have a 16/35 position and teach grades 3-6.

#### Managerial Leadership:

1. Dianne Siefers, Laversa Carlin, Jenny Burmeister, and I are preparing our student information system data for uploading to the Iowa Department of Education. By this fall, the way we have been doing state reporting on the Basic Educational Data Survey for both spring and fall will no longer exist. We are using the time now to clean our data and add information that we may have never entered before into our system.
2. Judy Johnson and I conducted five custodian job interviews on May 10<sup>th</sup> after I prepared the questions related to the job description, which is also being revised. Scott Ybarra has been hired. Mr. Ybarra has formal classwork in electrical systems and plumbing and has worked as a custodian before, most recently at K's Merchandise. Since he started on May 18<sup>th</sup>, I've spent a considerable amount of time with him for training.
3. The preschool teachers, Janet Thomas, Dianne Siefers, and I have been working on some final orders for preschool equipment and supplies in an attempt to use the remaining approximately \$83,000 of state PS funds received or expected. Nearly \$43,000 will be for a tremendously wide range of supplies. Another

\$27,000 will be used for two classroom sets of iPads. Several outdoor play “toys” (as opposed to playground equipment) will also be purchased. We still may not, however, spend all of the state PS funds available to us this year, primarily because we had a larger carryover from last year than had been budgeted, and carryovers do not seem like they will be allowed any more.

4. The tuition contract spreadsheet was completed. This document tracks, by student, the number of tuition contracts issued and returned. It also tracks how many of the students for whom contracts have not been returned are probably going to attend JFK and are possibly going to attend JFK. Revisions to these numbers take place all summer. Typically we will settle in at an enrollment figure right between “probable” and “possible.” As of May 30<sup>th</sup>, we have contracts returned for 341 K-8 students. There are 369 probable students, and 381 possible students. The K-8 enrollment projection is, thus, currently at 375 students.
5. There are only six spots available, I believe, for 4/5 year old PS and 3-4 spots available for three year olds. ECLC/Daycare enrollment is currently at a total of 23.
6. Safety/security:
  - a. The campus safety committee met twice. At the first, Rick Thomas presented his information from his safety/security audit. The second meeting’s discussion focused on a new crash bar for the parish center door and changing the lock so it works as a “closet” and remains locked when one removes the key unless the crash bar is unlocked. It also focused on hallway doors to that could be used to prevent guests from wandering from the parish center into the rest of the school. Funds for these two projects will likely be able to come from regular maintenance funds, Gala, and the campus safety/security donation.
    - i. Decision will need to be made soon in order to be in before next school year begins.
7. Chris McGraw was finally released to return to work on May 30<sup>th</sup> after her fall in the parking at the beginning of March.
8. JFK received an SCRA grant of \$31,800 for 50 laptops, part of a \$53,100 project to position JFK to move to on-line assessments. There are a few more elements that are now included in this project, which probably raises the project total to nearly \$60,000.
9. Thanks to everyone’s legislative advocacy, Iowa’s Student Tuition Organizations will be allowed to grant \$12 million in tax credits by 2014, up from \$8.75 million.
10. A sweeping education reform bill was also passed this legislative session. Administrative rules for interpreting and implementing the bill will come from the DE later. Highlights are below:
  - a. Allowable growth is 2% next year with a one- time 2% bonus as well. Allowable growth for 2014-15 will be 4% on the amount less the one-time bonus. Allowable growth affects JFK’s state PS funds.
  - b. Districts can choose to measure the school year by either 1,080 hours or 180 days, whichever they choose. We will have to wait and see what the Davenport School District wants to do with this information in the future.
  - c. Assessment and evaluation changes will be forthcoming.
  - d. Teacher leadership and compensation will change statewide. Iowa is the first state in the nation to make such a change state-wide:
    - i. Career ladders, instructional coaches, collaboration, and teacher leadership roles will replace the long held practice of new teachers, veteran teachers, struggling teachers, and master teachers all having the same responsibilities and compensation. (It also means more teachers will be teaching students less as they have other leadership, mentoring, and coaching roles, leading to an increased need for more teachers in general.) If we think grandly of this change in the most positive light, teachers as isolated practitioners is over in Iowa.
    - ii. The statewide minimum salary for a teacher will increase to \$33,500, and teacher leaders will receive additional increases for additional responsibilities.

When looking most positively at the last three years’ of legislative work regarding education, Iowa is laying the groundwork to return to the leader in the education in the United States.

11. Laversa Carlin and I will attend training for a new background check system available through the Virtus program.

#### Public Relations Leadership:

1. Information regarding a number of things at JFK will be submitted to *The Catholic Messenger*.

2. Many grades had field trips at the end of the year. When there was conflicting information from other parents and what the teacher had said, several drivers for the fifth grade field trip got stuck in traffic, and fifth grade, then, literally, missed the boat.

### 8<sup>th</sup> Grade Algebra Class at AHS

1. There were 37 7<sup>th</sup> graders who took the test this year. There are 8 who met the cut-off, 3 whose parents were talked to due to being on the edge of recommendation, and one more who was talked to. There will be 10 or 11 JFK 8<sup>th</sup> graders going to AHS for algebra. This is about the same number of students as in the past, although the Algebra Aptitude test scores have increased since the introduction of Iowa Core math.

There was discussion about the process of hiring employees and the board's involvement. As a practical matter, the board is not involved in the specifics of the hiring process. The hiring process is the responsibility of the administrators of the programs. If a teacher or staff member has a complaint about Chad or about the school the first person to talk to would be Chad. If not satisfied with Chad's response, the person should talk to the Board of Education and/or Monsignor.

### **Faith Formation-Religious Education Director (Trish Gallagher)**

Written report submitted by Trish.

Faith Formation staff is on summer schedules since the end of school.

Trish will be available throughout the summer, with office work in the mornings and meetings and programming in the evening.

Both staff members are working on their Catechetical Leaders certificate.

Jen will be in next week while her sons attend Vacation Bible school and as needed to complete calendaring and the set up work for the fall including hand book revisions and orientation plans to be ready for August back to school. She is also continuing work on the safety committee.

Lisa as assistant will check in for paperwork and handling bills twice weekly.

As Confirmation Coordinator she will be working with me to orient new volunteers for August, and develop a plan for next year in line with the Confirmation initiative supported in the Diocese.

Confirmation initiative is collaboration of 12 parishes in the Diocese participating with Mike Caratta to improve the Confirmation preparations for those to be confirmed.

Volunteer recruitment for the fall has proceeded well. All spots are filled for K-6.

Final staffing is being set for 7th/8th grade.

For new Board members; Faith Formation volunteers work on 2 levels:

Catechists commit to 1 hour plus at least 1 hour planning time weekly for 30 sessions. For K-6 1 1/2 hours plus equal planning for 7th and 8th grades.

Support workers commit to being here and doing on-site help during sessions, with no advanced prep needed.

All are Virtus-trained and commit to in-service for improvement of skills.

Each grade has support helpers, plus there are ones for office and safety needs.

This system has provided excellent recruitment for @ 12 years now and we have been pleased to share it with other parishes.

Trish/Tommy are attending the John Roberto conference in Iowa City June 4th with the priests.

This look 21 century Faith education is an exciting follow up to John's work as leader of the Generations of Faith Project in effect in this parish.

We will give a report as able Tuesday.

It was an excellent conference that gave examples of additional ways a Parish can include more members in the Faith Formation programs. What our parish currently offers is gathering types of Faith Formation. We can now focus on bringing Faith Formation to everyone through means other than physically gathering together. John Roberto talked about ways to bring Faith Formation programs to families to be useful at home and at times convenient to individuals through social media and other technology. Trish asked the Board of Education for support in finding people to be involved with the implementation and creation of the programs to make the Faith Formation programs to the social media level. She wrote an article for the "Victory Voice" stating this information

and request.

Trish is setting up summer programming, resources and scheduling for the Fall.

12 are in process in RCIA, several for sacraments in upcoming weeks,

Witnessing at all Masses is set for Back to school weekend to encourage RCIA participation.

Trish requests that if anyone hears of a person who may be interested in beginning the RCIA program to point the person to Trish so she can be sure to help the person get started on the right track.

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Lindsay Vittatoe is going to be connecting with the new young adult Diocese leader.

Trish is working Chad with the salary committee.

Tommy talked about Don Boucher (new young adult Diocese leader) who Tommy has already met and worked with through helping him move into this new office along with a few members of the OLV youth group.

Don Boucher has 20+ years of experience from Savannah, Georgia. He has a lot of energy and is easy to get along with. He is tackling a lot in his first week already. He is not only in charge of the youth ministry, but also the young adult ministry, which is great because prior to his arrival the Diocese did not have anyone as the young adult ministry director.

Youth Minister – (Tommy)

#### Youth Ministry Report to Board of Education – June 4<sup>th</sup>, 2013

- I attended all pastoral staff meetings in May
- I attended the Catechist Appreciation Dinner on May 8th
- I attended the Parish Council Meeting on May 28th
- I held a Jr. High Youth night on May 3rd
  - 11 youth were in attendance
- We celebrated Salute to Seniors on May 12th
  - Donuts and Coffee were served in the gathering space in honor of our graduating seniors
  - They were also encouraged to attend the Mother's Day Brunch hosted by the boy scouts where a cake was served in their honor
- I attended the last DYMC meeting of the year on June 1st
  - It was a very successful year for the youth on the DYMC
  - They were able to organize both the High School and Jr. High Youth Rallies even without the leadership of a Diocesan Director of Youth Ministry
  - Two youth from OLV served on this committee
- It is with a heavy heart that I announce that the June TEC retreat has been cancelled due to low numbers. The Diocesan Retreat Board has a standard of a minimum of 16 candidates for a TEC retreat to be viable. We had 5 candidates on the deadline day. I would like to say I am very proud of the support OLV gave for this retreat. I was serving as the co-director of the retreat, we had one parent from OLV on the adult team and we had two youth serving on the youth team. Also, two of the youth that had signed up to attend the retreat were from OLV.
  - It came from having to juggle people's schedules around and the schedules not working to fit the timing for the retreat this year. The conference in Iowa City talking about 21st century faith formation was a much needed pick me up and motivator.
- Trish and I will be in Iowa City on June 4th to attend the June Institute with the priests. We will be there to listen to John Roberto speak about 21st century faith formation.
- This week will finish up regularly scheduled youth ministry for this school year with the last High School night this Wednesday and the last Jr. High night on Friday.
- I have scheduled a mandatory parent/youth NCYC meeting for June 12th
  - Topics being discussed are: what to expect, fundraising update, t-shirts and trade items as well as paperwork collection
- This Summer's Youth Ministry Activities include:
  - Catholics in Actions Service Retreat June 30th-July 2nd
    - I will be unable to attend this one due to my wedding but we do have youth interested in participating
  - QC Air show Fundraiser June30-1st

- o David, KY Mission Trip July 14th-20th
  - We have 4 youth from OLV attending this event
    - Last year we had 2 students. 3 of the 4 this year are freshmen, so hopefully their experience will be positive and their friends will be interested in going next year so our group can continue to grow.
    - We are going with 6 students from St. Joe's in DeWitt and additional students from St. Patrick's in Perry, Iowa.
- o Christian Leadership Institute July 21st-26th
  - Leadership training for youth to acknowledge personal leadership gifts and empower them to use those skills at their home parishes.

I will be out of the office in mid/late June for my wedding on the 21st and my honeymoon.

#### 8. COMMITTEE REPORTS AND COMMUNICATIONS (Written reports pre-submitted):

- a. Generations of Faith Committee (Susan, Deanna, Trish)
  - i. No report
- b. Finance Committee (Chad, Joe, Terry, Patty)
  - i. No report
- c. Nominating Committee (Brock, all board members)
  - i. No report
- d. Policy Committee (Chad, Patrick, Patty, Molly)
  - i. No report
- e. Strategic Planning Committee (Chad, Terry, Joe)
  - i. No report
- f. School Improvement Advisory Committee (Chad, Deanna, Molly, Karl, Brock)
  - i. No report
- g. Market/Public Relations Committee (Chad, Patty, Susan, Matt)
  - i. 2 hour photo shoot took place to replace the pictures on the website, in the brochures, and in the Annual Progress Report. Oldest student was in 6<sup>th</sup> grade, so we should be able to use the pictures for 2 – 3 years.
- h. Grant Writing Committee (Chad, Kathy Peterson, Lisa Stahula)
  - i. Kathy has worked with the grant writing for about 10 years and has brought in about \$250,000 to the school. She has been a tremendous help to the school. We really appreciate everything she has done on the grant writing committee.
- i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm
  - i. A date was set for the parish picnic for Saturday, September 14.
  - ii. There was a good deal of discussion regarding an outdoor basketball hoop.
  - iii. The parish strategic planning sessions should be held in June as schedules didn't work to have them in May.
  - iv. The five parish cluster of which OLV is a part is now down to six priests as had been anticipated in the diocesan planning sessions a couple of years ago.
  - v. It looks promising that John Wagner will be assigned to OLV after he is ordained as a deacon.
- j. Finance Council Rep. (Terry, Molly)

i. No report

k. Buildings & Grounds Rep. 2nd Thursday 7:30 pm (Patty, Brock, Matt)

i. Basketball hoops were a big issue

a. Discussion of Board members' opinions ensued

l. Athletic Club

i. The new members and officers will be introduced at the ice cream social

ii. There was no athletic banquet due to poor attendance in the past so the awards were given at the graduation Mass.

m. JFK Band Boosters

i. Approved their budget and have a wide variety of tasks for the officers and members for next school year.

n. Home & School Rep. A

i. No report

o. Assumption High School Rep.

i. No report from Dan

p. Scott County Catholic School Advisory Board Rep. 2nd Monday every other month (September, November, January, March, May) @ St. Vincent (Terry, Matt, Joe)

i. No report

q. Ad Hoc Committees:

i. School Lunch Program, Breakfast Program

a. Noelle has attempted to contact state representatives to find the state requirements before making a decision to drop federal program to find out the state requires similar guidelines. There has still been no answer as of this meeting.

## 9. NEW BUSINESS:

a. Installation of new Board Members - Christine Sigwarth was installed to the board to fill the last year of Susan Dill's three year term.

b. Election of Officers - Terry Wendl was elected as BOE president; Molly Crosby was voted as Vice President; and Christine Sigwarth was voted as secretary.

c. Nomination and vote on additional candidate to fill Patty's vacancy - Terry Wendl made a motion to elect Tom Bruce to the vacant BOE position. Motion was seconded by Molly Crosby and passed unanimously.

d. Discussion and vote on SIAC committee's recommendations for reading, math, science, and language arts goals - after discussing the SIAC recommendations, Molly Crosby made a motion to accept the recommendations; Matt Henning seconded the motion; motion passed unanimously.

e. Discussion and vote on AD & ASST. AD bonuses. - Deanna Kelley made a motion to accept Chad Steimle's recommendation of a \$720 bonus to the Athletic Director and a \$180 bonus to the Athletic assistant; Pat Archer seconded the motion and was passed unanimously. These funds come from gate admissions and concession proceeds.

## 10. PASTOR'S NOTES (Msgr Jim P):

a. Not present at meeting

11. CLOSING PRAYER – Closing prayer was given by Terry Wendl and meeting was adjourned at 9:06.

NEXT Regular Meeting: Tuesday, August 6, 2013  
BOE's Rep to Parish Council on Tuesday, June 25, 2013 (Molly)